Approved For Release 2003/04/29: CIA-RDP84-00780R002100170017-5

3 June 1968

Revision received in O/DD/S

and authenticated by $\mbox{ADD/S}$.

(DD/S 68-2773)

5 February 1968

MEMORANDUM FOR: Chief, Support Services Staff, DD/S

SUBJECT

: Proposed Revision of

25X1

25X1

should be amended to substitute This will confirm that "Support Services Staff" for "Office of Computer Services". This was agreed erally by the Director of Finance.

> John W. Coffey Assistant Deputy Director for Support

(Branding and Marketine

cc: Director of Finance, w/cy of proposed revision

ADD/S: JWC/ms (5 Feb 68)

Distribution:

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1 - DD/S Subject, w/Background (DD/S 68-0546)

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Chief, Regulations Control Branch, via Chief, SSS

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Magazine

Mr. Coffey would like the attached revision of prepared in final form and, after a short coordination, returned for authentication.

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Executive Officer to the DD/S

7D18 Hqs

O/ADD/S:ms (2 Feb 68)

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Att: Proposed Revision of

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1. OFFICE OF FINANCE

- (1) MISSION. The Director of Finance is responsible for administering the financial operations of the Agency including:
 - (a) The development, establishment, supervision and maintenance of accounting systems.
 - (b) The development and maintenance of appropriate financial regulations and procedures.
 - (c) The performance of appropriate administrative, internal and industrial audits.
 - (d) The conduct of monetary procurement, funding and disbursing activities.
 - (e) The performance of financial analysis, review of accounting and dishursing systems, and reporting activities necessary to ensure control of assets and liabilities, compliance with laws and regulations, and provision for full disclosure of the financial results of Agency activities for management officials.
- (2) FUNCTIONS. The Director of Finance shall:
 - (a) Recommend the establishment of Agency fiscal policies and establish procedures for their implementation.
 - (b) Furnish technical guidance and assistance to Agency officials in all matters of finance policy.
 - (c) Conduct lisison with other agencies in connection with Office of Finance matters, including transfers of funds and reimbursements to and from such agencies.
 - (d) Establish and maintain, or arrange for the establishment and maintenance within the Agency of the official records and accounts of the financial operations of the Agency.
 - (e) Develop, establish, and technically supervise, in cooperation with applicable Agency components, necessary accounting systems, financial reporting and funding procedures and fiscal controls for overseas installations.

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ORGANIZATION

- (f) Prescribe or approve and technically supervise, in cooperation with applicable Agency components, the accounting systems, funding, financial reporting, and related procedures for proprietary, subsidy (where feasible) and special projects. Periodically conduct surveys of the financial accounting and related procedures employed by proprietary projects to determine adequacy for the continued support both from the standpoint of project and Agency management. Coordinate and concur in administrative plans and fiscal annexes.
- (g) Designate Agency personnel to serve as cashiers, Agency fund custodians, certifying officers, disbursing officers, and finance officers to provide effective support for the financial operations of the Agency.
- (h) Develop and establish requirements for the protection and safekeeping of Agency funds, commodity assets, negotiable instruments, and protective documents.
- (1) Develop and provide financial data and/or reports for internal CIA purposes and to permit the appropriate Agency authority to respond to external requests for financial information.
- (j) Conduct financial analysis necessary to carry out the described mission and necessary to render prescribed or required reports and such other financial analysis as may be assigned.
- (k) Direct the procurement and maintenance of inventories of U.S. and foreign currencies and commodity assets at headquarters and field installations.

(1) Not used.

(n) Audit Agency accounts prior to payment or settlement, including audit of research and development and production contracts; and perform, as necessary, surveys of contractors' accounting systems and cost analyses of contractors' proposals prior to contract execution.

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- (o) Determine and control pay, leave and allowance entitlements of all personnel; control and report withholdings for taxes, retirement and other authorized purposes.
- (p) Develop and establish policies and procedures for the administration of the CIA Retirement and Disability Fund; maintain official financial records of the Fund; compute and pay amounts due to annuitants and survivors; cause actuarial evaluations of the Fund to be made not less frequently than five year intervals; prepare estimates of annual appropriations required to be made to the Fund.
- (q) Administer covert tax assessment system; estimate amounts of Federal income taxes due on Agency compensation of covert personnel; withhold such amounts from compensation paid; review copies of evert tax returns as basis for adjusting covert tax assessments.
- (r) Maintain technical supervision over the performance of accounting operations in support of the official records and financial reports of the Agency.
- (s) Provide, in cooperation with the Director of Training, for the technical training of personnel who are assigned financial durien.
- (t) Develop, in coordination with the Office of Computer Services, improved and new applications of automatic data processing in support of Office of Finance activities.
- (u) Review and report on legislation having financial significance.

APPROVAL TO FUBLISH:

ADD/S:JWC/ms (2 Feb 68)

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R. L. BANNERMAN Deputy Director for Support STAT

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Executive Director-Comptroller Room 7D59, Hqs ADD/S Room 7D24, Hqs

Colonel White -

The attached rewrite of the Office of Finance "charter" is now agreed by the DD/S, John Clarke, and Bob Fuchs. We thought you might wish to see it before we initiate formal Agency coordination. The last paragraph under Mission and subparagraph (j) under Functions are particularly noted for your perusal. I would appreciate the opportunity to talk to you if you have any problem regarding these words.

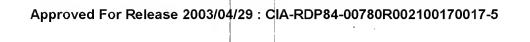
John W. Coffey

Assistant Deputy Director for Support 30 Jan 68

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(d) Establish and maintain, or arrange for the establishment and maintenance within the Agency of the official records and accounts of the financial operations of the Agency.

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ORGANIZATION

PROPOSED REVISION

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The development, establishment, supervision and maintenance of accounting systems;

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The performance of appropriate administrative, internal and industrial audits;

The conduct of monetary procurement, funding and disbursing activities;

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- (2) FUNCTIONS. The Director of Finance shall:
 - (a) Recommend the establishment of Agency fiscal policies and establish procedures for their implementation.
 - (b) Furnish technical guidance and assistance to Agency officials in all matters of finance policy.
 - (c) Conduct liaison with other agencies in connection with Office of Finance matters, including transfers of funds and reimbursements to and from such agencies.
 - (d) Establish and maintain, or arrange for the establishment and maintenance within the Agency of such official records of the financial operations of the Agency as are deemed necessary to control the assets and liabilities of the Agency, to permit analysis for the efficient utilization of the Agency's resources, to prepare budgetary and financial reports, and to fulfill the statutory reporting requirements of the Agency.

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ORGANIZ	ATION		25X1
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